Life Event Benefits Election

This is a job aide to help you navigate through PeopleSoft, the City's Human Resources, Benefits and Payroll system, to make changes to your benefits due to your Life Event. Please read this instruction carefully to ensure you enroll in the benefits that best fit your needs through Employee Self Service (ESS.)

Please pay attention to the important instructions on each screen throughout the process.

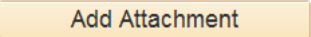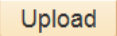| Step	Action
1.	Open an Internet session from any browser. In the address line type **employee.cabq.gov**. You can also get there by going to the City's Employee website at **eweb.cabq.gov**. Once there, you can click on the **Employee Self Service** link in the top left corner. This will take you to the login screen for PeopleSoft.
2.	When the login page appears, sign into PeopleSoft by entering your **User ID** and **Password**. Your User ID is a six character value Exxxxx (the x's being the last five numbers in your Employee ID.) If you don't know your password, or if you have entered the wrong three times and get locked out, then call the helpdesk at 768-2930 to have your password reset.
3.	Click on the **Sign In** button.
4.	On the ESS Home Page, click on the **Life Events** link:
5.	After you click on the Life Events link, you will see the options. Select the option that

	best describes the event that lead you to want to change your benefits by clicking the button before the option.
6.	Different options will be made available to you based on the event. Such as, if you got married you will be given the option to change your name, address, emergency contact, etc. These changes don't apply to other Life Events.
7.	A window will pop up for you to enter the **Change Status Date**. Enter the date of your event. If it was more than 31 days from the current date then you will need to write an appeal to the Benefits Office for an exception. You may click on the picture of a calendar to the right of the date field to select the date.
8.	Click OK
9.	The next page is the welcome page. Notice the list on the left tracks your progress through the steps. It is important to go through all the steps.
10.	Click Next ▸ at the top right corner of the page to go to the Document Upload page.
11.	If you want to add an eligible dependent to your insurance elections then you will need to upload a document proving your relationship (i.e. marriage certificate for adding your spouse or a birth certificate to add a child.) If you selected "I have a Life Status Change Not Listed Above" then you will need to also upload the document explaining your Life Status Change. For example, a letter from your spouse's new employer stating their benefit coverage will begin on the Event Date you entered in step 7 above.

Look Up Select a document ✕

Search by: Authorization Entry ID begins with [   ]

Look Up   Cancel   Advanced Lookup

Search Results

View 100   First ◂ 1-5 of 5 ▸ Last

Authorization Entry ID
BN_ADOPTION
BN_BIRTH_CERT
BN_DP_AFFIDAVIT
BN_MARRIAGE_CERT
BN_SSN

Click on the document that best fits the description of the document you are going to upload. |
12.	Click Add Attachment
13.	This takes you to the **Document Definition – New Attachment** page.
14.	Enter a subject according to the instructions on the page then click Add Attachment .
15.	Browse to find and select your document then click Upload
16.	When the description of your document shows after **Attachment** then click Save
17.	A message will pop up that tells you that your document must be approved before you can start the enrollment process. Continue following the steps and the approval should be done by the time you reach that step.
18.	Click Next ▸ at the top right corner of the page to go to the **Home and Mailing Address** page. It will show your address of record. If you need to change it then click on the pencil in the Edit column on the right side.

19.	Then click **Next ▸** to go the **Phone Numbers** page. Delete and add numbers as needed and click **Save**
20.	Click **Next ▸** to go to the **Emergency Contacts** page. Click on **Add Emergency Contact** and complete the information requested on the page. Click **Save**
21.	Click **Next ▸** to go to the **Benefits Summary** page. It shows the benefits in which you are already enrolled.
22.	Click **Next ▸** to go to the **Add/Review Dependent/Beneficiary** page.
23.	Click on **Add a dependent or beneficiary** to enter the details of the dependents belonging to the documents you uploaded earlier. Or, if you are adding someone that will only be a beneficiary on your life insurance then you do not need to prove your relationship.
24.	Complete the information needed on the **Dependent/Beneficiary Personal Information** page for each person.
25.	Click **Save** .
26.	Click on link at the bottom of the page: Return to Dependent/Beneficiary Summary
27.	If you do not need to change your W-4 or direct deposit information then you can skip the pay and compensation information.
28.	Click **Next ▸** to proceed to the **Benefits Enrollment** page.
29.	Click **Start My Enrollment** If it's not there then your uploaded documents have not yet been approved. You will receive an email when it has been approved. It shouldn't take more than 15 minutes for it to be approved. From that same screen click f5 periodically on the top of your keyboard to refresh the screen until **Start My Enrollment** appears. Or, you may click **Continue Later** (top right) and return to the event later.
30.	Click on **Select**
31.	The Manual Benefit Enrollment page lists all your options. Click on the **Edit** button to the right of a benefit in which you are interested in enrolling. **NOTE: If you do NOT want to enroll in medical insurance you must designate a reason for waiving coverage. This is an Affordable Care Act requirement. Click to edit the medical insurance option. Scroll down to the bottom of the page and click ○ Waive then Continue . Select one of the following options:** Your Choice You have chosen to Waive coverage. I will not enroll in the City's medical plan because: ○ **I am covered under my spouse/DP or Parent's plan.** ○ **I am covered by Medicare, Medicaid, or Tricare.** ○ **I am buying coverage through the NM Health Exchange** ○ **I will not be covered because (enter reason below):**
32.	Select any other option in which you want to enroll then scroll to the bottom of the page to see the eligible dependents you entered. Remember: anyone you created a

	dependent record for with a relationship of Spouse, Child, Step Child, Domestic Partner or Domestic Partner's Child will be listed. However, if you do NOT upload a document to prove your relationship then their coverage will not be accepted.
33.	Click in the box in the **Enroll** column to add them to your coverage for that benefit. If you don't see the name of a dependent you want covered then click on New Dependent or Beneficiary and add them now.
34.	Click Continue to go to see your election and its biweekly cost.
35.	Click OK to return to the **Enrollment Summary**.
36.	Select your beneficiary by entering the percentage you wish to allocate on at least one person.
37.	Click OK to return to the **Enrollment Summary**.
38.	When you are done then click on Submit at the bottom of the page.
39.	Keep in mind that you may click Continue Later at any time during this process and return to it, picking up where you left off. You may also click on the buttons on the progress menu to go to a different section.
40.	If you are sure of your elections then click Submit on the **Submit Benefit Choices** page.
41.	Click OK on the **Submit Confirmation** page which takes you to the initial **Benefits Enrollment** page.
42.	Click on the **Benefit Election Review** button on progress menu on the left side of the page.
43.	Then click on the **Event Completion and Exit** button on the progress menu.
44.	Click Complete then you are ready to Sign out (top right section of the page.

Congratulations! You're done!

NOTE: If you need technical assistance call 768-2930.
If you have questions about benefit options call 768-3758.